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5 October 1960

MEMORANDUM FOR: Chief, Analysis Branch, Document Division  
SUBJECT : Sectional Organization in Analysis Branch

I. Problem

To realign the organization and responsibilities in the Analysis Branch.

II. Facts Bearing on the Problem

- a. Coincidentally with putting the revised subject and area codes into effect, the Analysis Branch must establish and maintain a coding dictionary or authority file. This is a new responsibility.
- b. The responsibility for the screening operation including dissemination of "Nodexed" documents in the document processing system should be centralized in one section so as to increase efficiency and attain greater uniformity of selection. This was a conclusion reached in a Document Division Study dated 23 May 1960.
- c. The present four sections (CIA, State, Defense and Special) handle the dissemination and coding of documents of the appropriate source agencies. In addition the Chief, State Section is responsible for the "screening" or "selection" operation; the Chief, Special Section directs the compilation and publication of the Intelligence Publication Index (IPI); the Chief, Defense Section handles dissemination matters for the Branch; and the Chief, CIA Section is responsible for the ISC. Each section has a senior disseminator and a senior coder as well as a section chief. The work load however is not evenly distributed among the sections as shown below with figures taken from the 4th Quarter of FY 1960:

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1. "Batched" documents for coding and dissemination:

CIA Section	15,510	41%
State Section	12,265	33%
Defense Section	7,498*	20%
Special Section	2,202	6%
TOTAL	37,475	100%

\*Does not include 4,207 AF reports coded by the Air Force.

2. "Nodex" documents for dissemination only:

CIA Section	668	3%
State Section	18,456*	73%
Defense Section	5,730	22%
Special Section	600	2%
TOTAL	25,454	100%

\*Includes 5,719 "Other" documents such as ICA and RFE.

### III. Discussion

- a. A Selection Section at the head of the document processing line will make it possible to meet with a minimum of confusion and delay changing requirements for selection of documents to be indexed in the Intellofax System and for the dissemination of the "Nodex" material. The maintenance and control of the dictionary and coding manual under the direct supervision of this section chief will reflect changing requirements and assure that all such changes are applied uniformly. Our present organization requires that all section chiefs as well as their senior coders and disseminators be advised of any change in "Nodex" criteria or dissemination requirements for Nodex material so that all coders and disseminators can be properly instructed. The proposed organization would centralize this responsibility in the Selection Section and entirely relieve the personnel in the other sections of this responsibility; they would be free to concentrate on the material passed to them in batches for dissemination and coding into the System.

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- b. With a Selection Section at the head of the processing line, a natural division of the staff on a functional basis for the processing of the "batched" documents is between dissemination and coding.
- c. The work of compiling and publishing the Intelligence Publications Index (IPI) is a separate and distinct operation in the Branch and the staff involved can be considered a separate section. The balance of the personnel in the Special Section and their functions can be reassigned to the dissemination and coding sections as appropriate.
- d. A proposed organization chart, a statement of mission and functions and the individual job assignments are attached as Enclosures A, B, and C respectively.

#### IV. Conclusions

- a. A "selection" section should be established to perform the "selection" out and dissemination of "Nodex" documents as well as the maintenance of the coding dictionary and manual. This section can also be responsible for maintaining the Intelligence Subject Code (ISC) and conducting the Branch training courses on the ISC.
- b. The staff of the Special Section, except the IPI personnel, should be assigned to the Dissemination and Coding Sections as appropriate.
- c. The IPI staff should be established as a separate section directly under the Branch Chief.

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Chief, Document Division

Enclosures: (3)  
As stated above.

cc: AD/CR  
Admin Staff, CR